



## Indiana Department of Revenue Charity Gaming Nightly Summary Report

Name of Organization \_\_\_\_\_ Date of Event \_\_\_\_\_

Address of Event \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

License Number \_\_\_\_\_ Recorder's Name \_\_\_\_\_

Number of Persons at Event \_\_\_\_\_ Start-Up Money \_\_\_\_\_

### Part 1 Bingo

1. Door Pack	Number Sold	Price Per Pack	Total	Bingo Payouts
<b>Subtotal</b>			<b>1A</b>	<b>1B</b>
2. Early Birds/Warm Ups	Number Sold	Price Per Game	Total	Bingo Payouts
<b>Subtotal</b>			<b>2A</b>	<b>2B</b>
3. Special Games	Number Sold	Price Per Game	Total	Bingo Payouts
<b>Subtotal</b>			<b>3A</b>	<b>3B</b>
4. Night Owls	Number Sold	Price Per Game or Pack	Total	Bingo Payouts
<b>Subtotal</b>			<b>4A</b>	<b>4B</b>
5. Cookie Jar/Hot Ball/ Hot Number	Number Sold	Price Per Game or Pack	Total	Bingo Payouts
<b>Subtotal</b>			<b>5A</b>	<b>5B</b>





<b>Part 5</b>		<b>Miscellaneous Gross Receipts</b>	
36. Door Prize and Raffle Income.....	36		
37. Concessions.....	37		
38. Miscellaneous Items, such as trolls, daubers, etc.....	38		
39. Total Miscellaneous Gross Income (Add lines 36 through 38 and enter total).....	39		
40. Payouts from Door Prizes and Raffles.....	40		
41. Net Miscellaneous Profit (Line 39 minus line 40).....	41		

<b>Part 6</b>		<b>Summary</b>	
<u><b>Gross Total</b></u>			
42. Gross Bingo Sales (Enter amount from line 6).....	42		
43. Pull Tab Gross Income (Enter amount from line 16a).....	43		
44. Tip Board and Punchboard Gross Income (Enter amount from line 35a).....	44		
45. Miscellaneous Gross Income (Enter amount from line 39).....	45		
46. <b>Gross total:</b> (Add lines 42 through 45 and enter total).....	46		
<u><b>Net Profit</b></u>			
47. Net Bingo Profit (Enter amount from line 8).....	47		
48. Actual Pull Tab Net Profit (Line 16c plus or minus Line 16d).....	48		
49. Actual Tip Board and Punchboard Net Profit (Line 35c plus or minus Line 35d).....	49		
50. Miscellaneous Net Profit (Enter amount from line 41).....	50		
51. <b>Total net profit:</b> (Add lines 47 through 50 and enter total).....	51		

<b>Part 7</b>		<b>Money Held For Next Event</b>	
52. Amount to be held as Start-Up Money for next event.....	52		
53. Amount from Special Games to be carried over for next event.....	53		
54. Amount from Cookie Jar Games to be carried over for next event.....	54		
55. Amount from Cover All Games to be carried over for next event.....	55		
56. <b>Total amount</b> held for next event.....	56		
57. Amount to be deposited into bank account from this event.....	57		

<b>Part 8</b>		<b>Attachments</b>	
<p>Attach a complete list of the first and last names of all operators and workers, their responsibilities, and the number of hours this gaming event was held.</p>			

## Nightly Summary Report Instructions

### When Should This Schedule Be Used?

All applicable pages (including the Part 6 Summary) must be completed each time you hold a bingo event. Also, separate pull tab, tip board, and/or punchboard sheets should be completed when these are sold separately from a bingo event (such as at the bar, dinners, special events, etc.).

### Information Section

- Enter the name of the organization as it appears on the charity gaming license.
- Enter the date of the charity gaming event.
- Enter the address of the event where your organization will conduct the charity gaming event.
- Enter the organization's license number from the annual bingo license or single event license.
- Enter the name of the recorder who is preparing this document.
- Enter the number of people who attended the event.
- Enter the amount of money used as start-up money for this event.

### Part 1 - Bingo

**Lines 1-5:** List each specific bingo game that your organization conducted. Include in this specific list "hot balls" and "cookie jars". Indicate the number of each game type sold, price charged per pack, and total income received (before payouts).

**Line 6:** Enter the total gross bingo sales (before payouts).  
**Note:** This amount must also be carried to Part 6, Line 42.

**Line 7:** Enter the total of all bingo game payouts. It is recommended that you list the payouts per game (such as your game program, format sheet, etc.) and then provide a total for the evening on Line 7.

**Line 8:** Subtract Line 7 from Line 6. Enter the result here and on Part 6, Line 47.

### Part 2 - Pull Tab Nightly Sheet

A separate pull tab nightly sheet should be maintained for each location where pull tabs are sold. Check the box at the top of the page to show if the sales reported on this page are made at your bar or bingo games, or at a separately licensed single event, dinners, etc. The sheet should be initialed by the person(s) who enter(s) the information. Whenever this sheet

is completed for a specific special event (such as a party or banquet), it should be attached to a completed Part 6 Summary sheet. Also, when this sheet is completed for non-bingo events (such as at the bar), the Part 6 Summary sheet should be completed periodically, with the corresponding nightly sheets attached.

**Note:** Organizations are required to keep the "seal" or "flare" card that comes with each box of pull tabs. These cards must have the hidden seal, winner signature(s), and social security number(s), along with the date of sale and the game's serial number.

**Column 9:** Enter the name of each pull tab game played (i.e. Twin 200's, Double Diamonds, etc.).

**Column 10:** Enter the serial number of each pull tab game. This number is located on the outside of each pull tab box and on each pull tab.

**Column 11:** Enter the number of tickets in the deal or the box.

**Column 12:** Enter the total amount of income received from the sale of the pull tab game. Total income includes all cash taken in and winning tickets that are exchanged for additional pull tabs.

**Column 13:** Enter the total amount of payout of the game. This must include the top or grand prize plus all the smaller prizes.

**Column 14:** Subtract Column 13 from Column 12 and enter the result here.

**Column 15:** Indicate all adjustments, accounting for any overages or shortages due to the sale of that box. Enter any shortages in <brackets>.

**Totals:** Enter the total of Column 12 entries on Line 16a and Part 6, Line 43. Enter the total of Column 13 entries on Line 16b. Enter the total of Column 14 entries on Line 16c. Enter the total of Column 15 entries on Line 16d. Enter the total of Line 16c plus or minus Line 16d on Part 6, Line 48.

### Part 3 - Tip Boards

A separate Tip Board Nightly Sheet should be kept for each location where tip boards are sold. Check the box at the top of the page to show if the sales reported on this page are made at your bar or bingo games, or at a separately licensed single event, dinners, etc. This sheet should be initialed by the person(s) who enter(s) the information. Whenever this sheet is completed for a specific special event (such as a party or

banquet), it should be attached to a completed Part 6 Summary sheet. Also, when this sheet is completed for non-bingo events (such as at the bar), the Part 6 Summary sheet should be completed periodically, with the corresponding nightly sheets attached.

**Column 17:** Enter the name of the tip board game being played.

**Column 18:** Enter the serial number of the tip board game being played.

**Column 19:** Enter the number of tips.

**Column 20:** Enter the price that your organization is charging the participants for the purchase of a tip.

**Column 21:** Enter the total income received from the sale of the tip board game.

**Column 22:** Enter the cash payouts awarded to the person with the winning tip.

**Column 23:** Subtract Line 22 from Line 21 and enter the result here.

**Column 24:** Indicate all adjustments, accounting for any overages or shortages. Enter any shortages in <brackets>.

**Column 25:** Enter the actual item(s) given away as a prize for the tip board game.

#### **Part 4 - Punchboards**

A separate Punchboard Nightly Sheet should be kept for each location where punchboards are sold. Check the box at the top of the page to show if the sales reported on this page are made at your bar or bingo games, or at a separately licensed single event, dinners, etc. This sheet should be initialed by the person(s) who enter(s) the information. Whenever this sheet is completed for a specific special event (such as a party or banquet), it should be attached to a completed Part 6 Summary sheet. Also, when this sheet is completed for non-bingo events (such as at the bar), the Part 6 Summary sheet should be completed periodically, with the corresponding nightly sheets attached.

**Column 26:** Enter the name of the punchboard game being played.

**Column 27:** Enter the serial number of the punchboard game being played.

**Column 28:** Enter the number of punches in a punchboard.

**Column 29:** Enter the price that your organization is charging the participants for the purchase of a punch.

**Column 30:** Enter the total income received from the sale of the punchboard game.

**Column 31:** Enter the cash payouts awarded to the person with the winning punch.

**Column 32:** Subtract Line 31 from Line 30 and enter the result here.

**Column 33:** Indicate all adjustments, accounting for any overages or shortages. Enter any shortages in <brackets>.

**Column 34:** Enter the actual item(s) given away as a prize for the punchboard game.

**Line 35a:** Add the subtotals from Columns 21 and 30. Enter the result here and on Part 6, Line 44.

**Line 35b:** Add the subtotals from Columns 22 and 31. Enter the result here.

**Line 35c:** Add the subtotals from Columns 23 and 32.

**Line 35d:** Add the subtotals from Columns 24 and 33.

#### **Part 5 - Miscellaneous Gross Receipts**

**Line 36:** Enter the gross income received from raffle and door prize events. This will include the income received from the raffle ticket sales and any cash contributions.

**Line 37:** Enter the gross income received from direct concession sales at the gaming event.

**Line 38:** Enter the gross income received from the sale of miscellaneous items sold at your gaming event (i.e. selling trolls, daubers, key chains, tee shirts, etc.).

**Line 39:** Add Lines 36 through 38 and enter the total here.

**Line 40:** Enter the total amount of payouts from the door prize and/or raffle events.

**Line 41:** Subtract Line 40 from Line 39. Enter the result here and on Part 6, Line 50.

### **Part 6 - Summary**

**Line 42:** Enter the gross bingo sales from Part 1, Line 6.

**Line 43:** Enter on this line the pull tab gross income from Part 2, Line 16a.

**Line 44:** Enter the pull tab and punchboard income from Line 35a of Parts 3 and 4.

**Line 45:** Enter on this line the miscellaneous income from Part 5, Line 39.

**Line 46:** Add Lines 42, 43, 44, and 45 and enter the total here.

**Line 47:** Enter the net bingo profit from Part 1, Line 8.

**Line 48:** Enter from Part 2 the total of Line 16c plus or minus Line 16d.

**Line 49:** Enter from Parts 3 and 4 the total of Line 35c plus or minus Line 35d.

**Line 50:** Enter on this line the miscellaneous net profit from Part 5, Line 41.

**Line 51:** Add lines 47, 48, 49, and 50 and enter here.

### **Part 7 - Money Held For Next Event**

**Line 52:** Enter the amount of money to be held as start-up money for the next event.

**Line 53:** Enter the amount of money from special games to be carried over for the next event.

**Line 54:** Enter the amount of money from cookie jar games to be carried over for the next event.

**Line 55:** Enter the amount of money from cover all games to be carried over for the next event.

**Line 56:** Add Lines 52 through 55 and enter the total amount of money held for the next event.

**Line 57:** Enter the amount of money to be deposited into your organization's bank account from this event.

### **Part 8 - Attachments**

Attach a complete list of the first and last names of all operators and workers and their responsibilities at this gaming event.